

Philipps



**Universität
Marburg**

Recipient:

Philipps-Universität Marburg
The president
Dept. II B - HR Department
Biegenstraße 10
35037 Marburg

Sender:

Employee No.:
see pay slip _____
Surname, First name: _____
Department/Facility: _____
Telephone No.: _____
Email: _____

Marburg, 13 May 2019

Change in private bank account details

Dear Sir, Madam,

Please note the change in my bank account details.

I would therefore like to request that the accounts payable department at Philipps-Universität Marburg pay my remuneration into the bank account specified below starting _____*.

Account No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Sort code:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Bank name and registered office: _____

IBAN: _____

SWIFT-BIC: _____

In order to prevent fraud, I enclosed evidence of my changed bank account details (e.g. a copy of my EC card, a copy of a bank statement, letter from my bank).

This change can only be revoked by me in writing.

Kind regards,

Place, date

Signature

* Bank account details can be changed for future payments only. You must notify us of any changes at least 4 weeks before any final switch in accounts is made. Please note, we cannot make any retroactive changes.

Print form